

MC361/MC561/CX2731 – Scan to email

This document assumes that the Oki MFP is properly installed on a network, and that the network settings (TCP/IP) are valid.

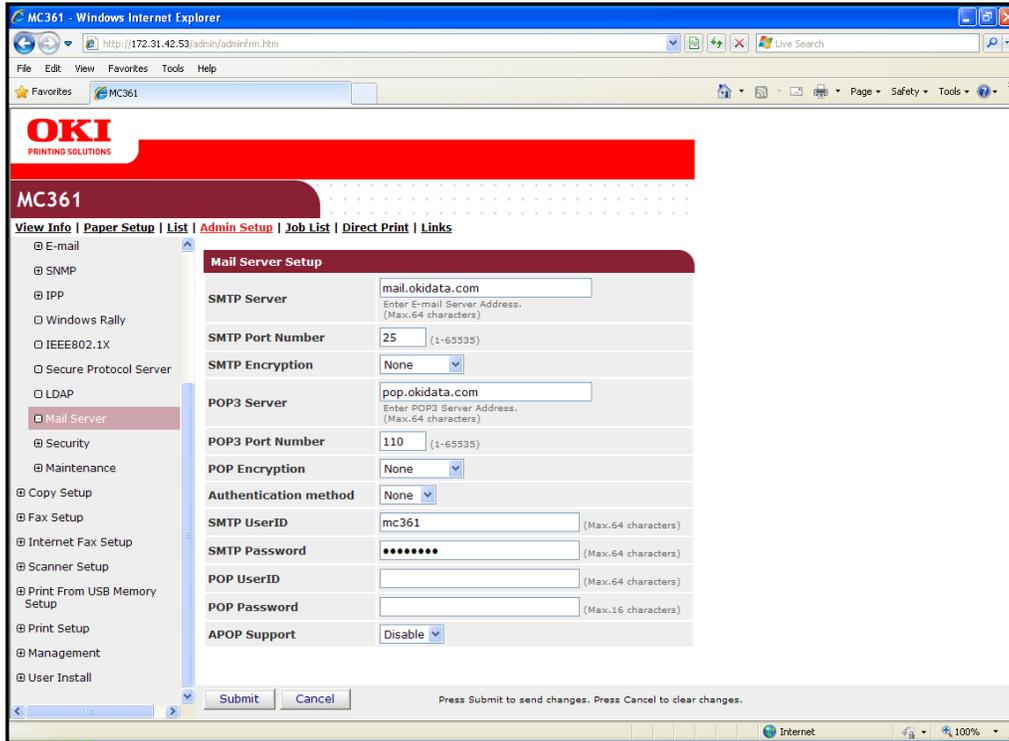
For the scanner to send email, it needs to have a valid email account on a mail server. Once that account is set up with the account's user name and password, configure this information on the Oki. While it is possible to configure this information using the front panel of the unit itself, it is usually easier to configure the unit using the web interface, which is what will be discussed here.

This document assumes that an email account has been configured and tested using the same authentication information that will be used on the scan profile.

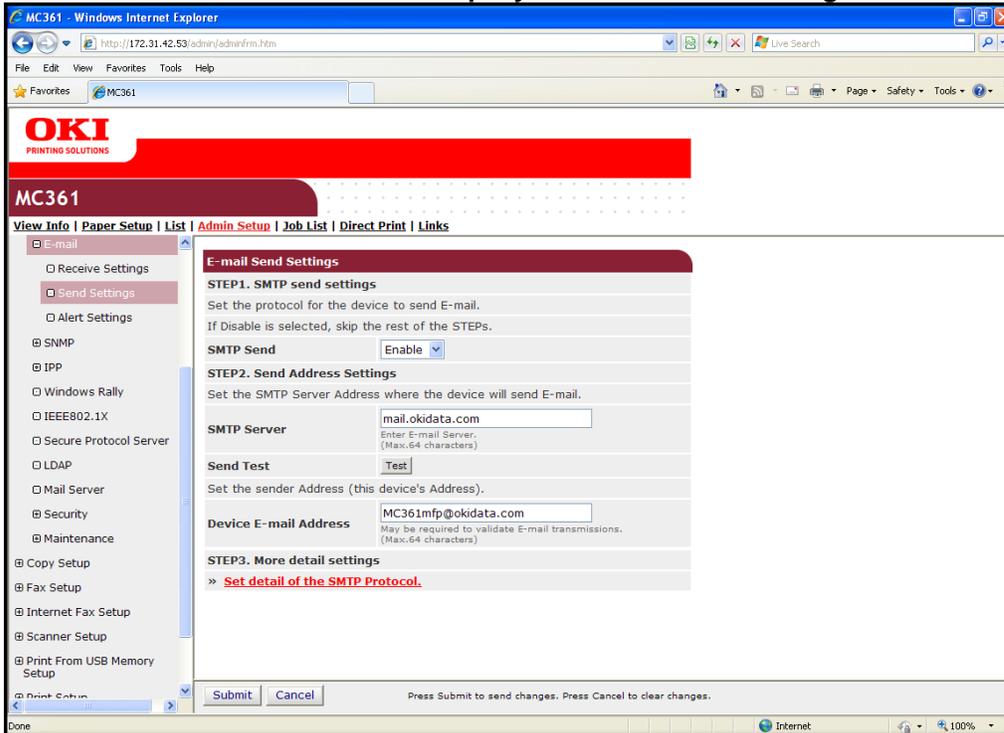
1. In a browser, such as Internet Explorer or Firefox, enter the IP address of the unit in the Address Bar.

2. Click the Administrator Login button on the left side and enter the username **Admin** and the password **aaaaaa**. Click **Skip** at the bottom of the first page.
3. Click **Admin Setup** from the top row of links. Expand **Network** on the left side and select **Mail Server**.

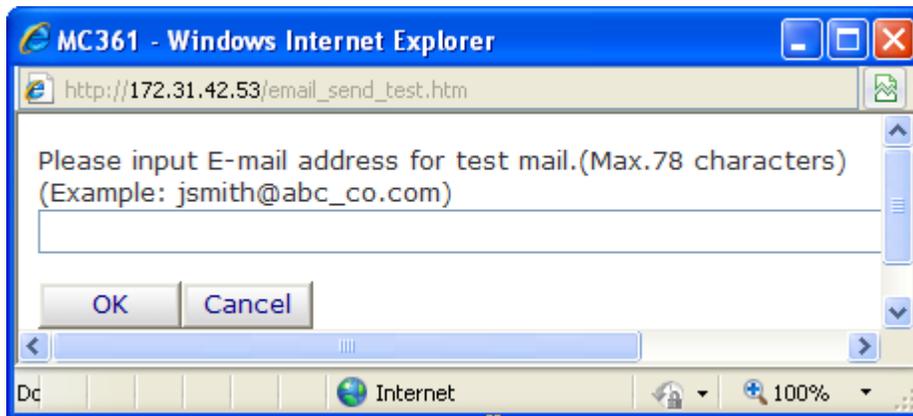
4. Enter the SMTP Server, POP3 Server, ports and authentication information in the fields provided.



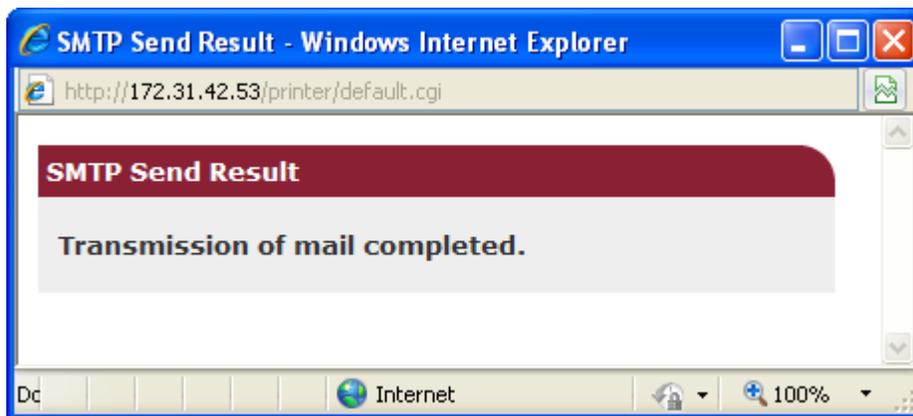
5. Click **Email** in the left menu to expand the sub-menu, and then select **Send Settings**. Enter the Device Email Address and confirm the SMTP Server name.
NOTE: on the MB400 series for step 5 you will find these settings under "Alert Settings".



- Click the Test button. Enter **your email address** in the field provided. This will attempt to generate a test email from the device. Be sure to enter an email address that you can access to check if the test was received.



- If the transmission fails then one or more settings are incorrect. If you are unsure please confirm the settings with the email provider otherwise correct the settings and test again.
- If the transmission was successful, the follow window will appear. Check your email to see if the message was received.



- Once the email settings are entered and tested, enter your email addresses into the address book by using the Configuration Tool.